

Specification of Competency Standards
for the Elderly Care Service Industry
Unit of Competency

Functional Area - Clinical Care

Title	Prepare Medications (Elderly's Home)
Code	110786L4
Range	This Unit of Competency is applicable to practitioners who provide community care services in the elderly care service industry. The application requires performing skilled tasks in familiar and some new working environments, and its execution requires analytical and decision-making skills. Practitioners should be able to apply pharmacological knowledge in the elderly's diverse home environment, in order to independently, safely and accurately prepare medications for the elderly persons, and appropriately manage medication risks.
Level	4
Credit	6 (For Reference Only)
Competency	<p>Performance Requirements</p> <p>1. Relevant knowledge on medication preparation</p> <ul style="list-style-type: none"> • Understand the organization's medication preparation guidelines, such as: night, holiday and daily medication preparation guidelines, etc. • Understand the knowledge of medications commonly used by the elderly persons, such as: <ul style="list-style-type: none"> ○ The side effects, interactions, adverse and allergic reactions of diabetic, cardiovascular, dementia medications, etc. • Understand the procedures for preparing medications, such as: <ul style="list-style-type: none"> ○ Clean and disinfect the preparation area and tools ○ The "three verifications and five checks" principle, allergy history and medication expiry date ○ Infection control measures • Understand the different medication preparation tools and home environment facilities, such as: <ul style="list-style-type: none"> ○ Materials, compartments and dimensions of the medicine storage and preparation boxes ○ The performance of various types of medicine cups and cutters ○ Separate medicine preparation area, which is quiet and has sufficient lighting ○ Different home design and furnishings of the elderly's homes • Understand the storage and management methods of medications in different home environments, such as: <ul style="list-style-type: none"> ○ The shelf life and storage methods of unused and opened medications ○ The medicine must be stored in cool, dry, places, refrigerated or kept sealed before their use ○ Medication storage record book ○ Handle incidents related to medication management at the elderly's home, such as: failure to store medications due to refrigerator malfunction, inconsistent quantities, record mismatch, etc. • Understand the documents required to prepare home medications, such as: <ul style="list-style-type: none"> ○ Elderly's medical and medication records, such as: e-Health (available only to nurses), home medication records, medication inventory records, etc. <p>2. Prepare medications (elderly's home)</p> <ul style="list-style-type: none"> • Determine the home environment and disposable facilities on site, and arrange appropriate medication preparation areas, such as: <ul style="list-style-type: none"> ○ Inspect the home environment and design an independent area for medication preparation

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	<ul style="list-style-type: none">○ Post clear signs in the scope of medication preparation○ Arrange specific time periods for on-site medication preparation○ Select suitable home supplies for medication preparation, such as:<ul style="list-style-type: none">▪ Check whether the home supplies used to prepare medications are safe and secure▪ Select the appropriate division and size of the medication box● Design and post clear and user-friendly signs to instruct the elderly or staff who provide “reminders to take medications”, such as:<ul style="list-style-type: none">○ Different colors suggesting taking medications before or after meals○ Images reminding the elderly to chew the medication, check the blood pressure or heart rate before taking medications, etc.● Strictly execute the “three verifications and five checks” principle to accurately prepare medications● Comply with infection control measures, such as:<ul style="list-style-type: none">○ Wear a mask when preparing medications○ Clean hands or wear gloves before and after preparation○ Clean and disinfect the medication preparation supplies, and appropriately organize the medication preparation area● Utilize the on-site home environment to appropriately arrange medication storage, such as:<ul style="list-style-type: none">○ Select a safe and consistent location to store the prepared medicine box, and design indication marks for it○ Select appropriate storage equipment to store the medicine according to the medication management guidelines○ Separately compartmentalize the medicine that must be refrigerated, and ensure the refrigerator is equipped with a thermometer● Assist or instruct the carers of the elderly on the storage of medications● Monitor and follow-up the elderly’s condition after taking the medication to prevent the risk of accidental, overdose or missed doses by the elderly● Appropriately handle remaining and expired medications for the elderly● Clearly record and timely update the documents for the preparation of home medications, such as:<ul style="list-style-type: none">○ Check the medication labels with the home medication preparation records and eHealth○ Ask the elderly/carers about their recent physical conditions to find out about recent private doctor consultations, prescription changes, and accurately record them accordingly● Record the precautions for the elderly’s medications, so that the medical staff could refer to them or provide instructions accordingly, such as:<ul style="list-style-type: none">○ Assess the elderly’s condition and flexibly amend the medication plan○ Assess the possible adverse reactions of the medication, and the methods of managing them <p>3. Exhibit professionalism</p> <ul style="list-style-type: none">● Comply with the organization’s medication preparation guidelines and safety measures, appropriately utilize the home environment and supplies, and accurately prepare medications according to the “three verifications and five checks” principle, in order to reduce the risk of errors● Comply with the medication storage guidelines, instruct and supervise the elderly persons to appropriately store the medications in different home environments, and monitor the elderly’s medications for follow-up purposes
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Assessment Criteria	The integrated outcome requirements of this Unit of Competency are: <ul style="list-style-type: none">• Able to correctly execute the procedures for preparing and storing medications under different elderly home environments, according to the organization's medication preparation guidelines and safety measures; and• Able to clearly inspect the information and records required for the medication preparation, safely and accurately store the medicine, and monitor and follow-up the elderly's condition after taking medications.
Remark	This UoC is presently performed by practitioners who hold valid enlisted nurse, registered nurse, dispenser or pharmacist licenses.